

SAP Business Intelligence Reporting

Exporting Report Results

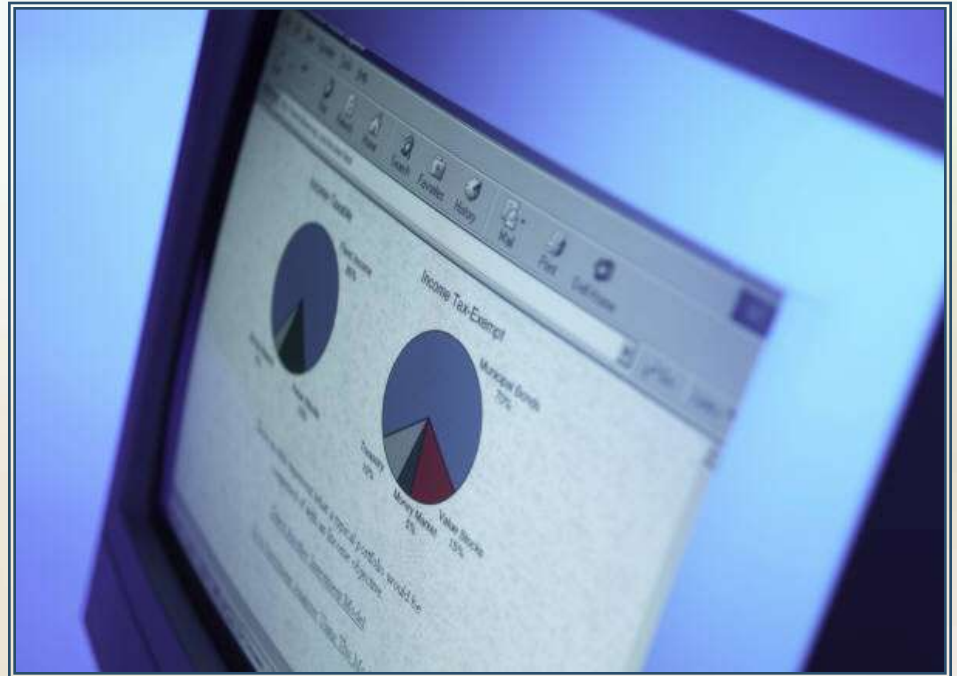
Washington State HRMS Business Intelligence (BI)
Self-Paced Learning Materials
General Topics - BI End Users/Power Users

Exporting Report Results

The Exporting Report Results section provides an overview for exporting report results from the HRMS Portal.

Topics covered in this section include:

- Export to CSV File
- Export to MS Excel File



Exporting report results to a Comma Separated Value file (.csv):

To open a CSV file: Access the Context Menu and select Broadcast and Export/Export to CSV:

Minority Distribution

Display As: **Table** | Information | Send | Print Version | Export to Excel | Comments

Columns:

- Key Figures

Rows:

- Personnel Area
- Gender
- Ethnic Origin

Free characteristics:

- Organizational Unit

Personnel Area: 1110 | Gender: Male | Ethnic Origin: 10/Not assigned | Full Time Classified # of Employees: 8

Context Menu:

- Filter
- Change Drilldown
- Broadcast and Export**
 - Broadcast E-Mail
 - Broadcast to Portal
 - Broadcast to Printer
 - Export to CSV**
 - Bookmark
- Save View
- Properties
- Calculations and Translations
- Documents
- Sort Personnel Area

Result: 84

At the File Download box, select Open to open the CSV File immediately.

File Download

Do you want to open or save this file?

Name: Z_STANDARD_WEB_TEMPLATE.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: myhrms.wa.gov

Open | Save | Cancel

While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

The CSV File is opened in Excel.

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
1110	Male	10/Not assigned	8
1110	Female	American Indian/Alaskan	1
1110	Female	Asian or Pacific Islander	6
1110	Female	Black/Not Hispanic origin	3
1110	Female	Hispanic	66
1110	Female	White/Not Hispanic origin	84

Continued...

Export to CSV File, Cont...

To Save a CSV file: from the File Download dialog box, click Save.

3. Locate the folder in which to Save the report results.

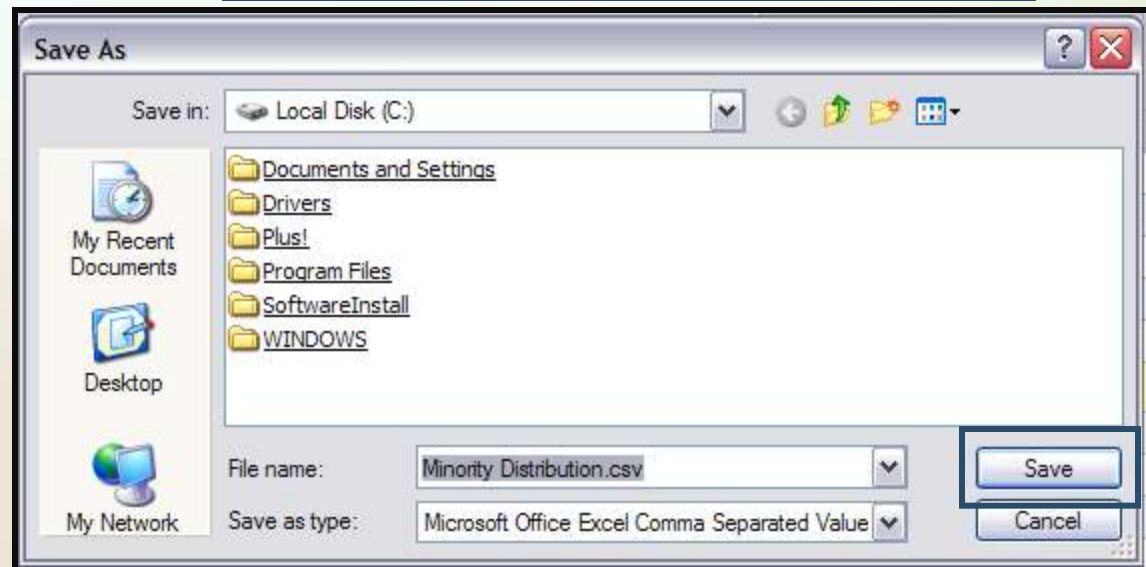
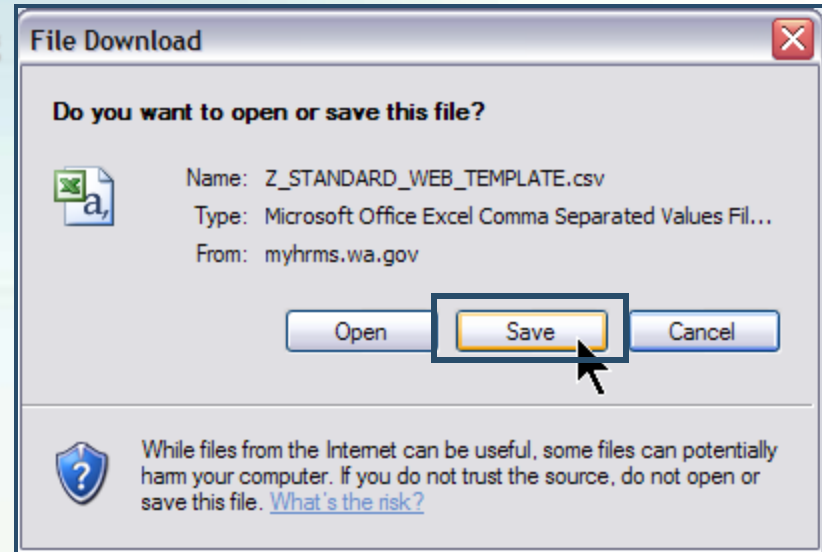
4. Select All Files from the Save as type dropdown listbox.

Note: If All Files is not selected, the .csv file will be saved as a MS Excel Worksheet by default.

5. Name the file (include “.csv” at the end).

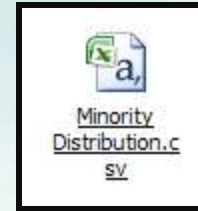
6. Click Save.

An option to open the file may be provided upon saving. To locate the saved file later, use the folder you indicated. This may be outside the HRMS BI application (for example, if you saved your file to your C:drive in the .csv format).



Continued...

7. Locate the CSV file that was saved and open the file.

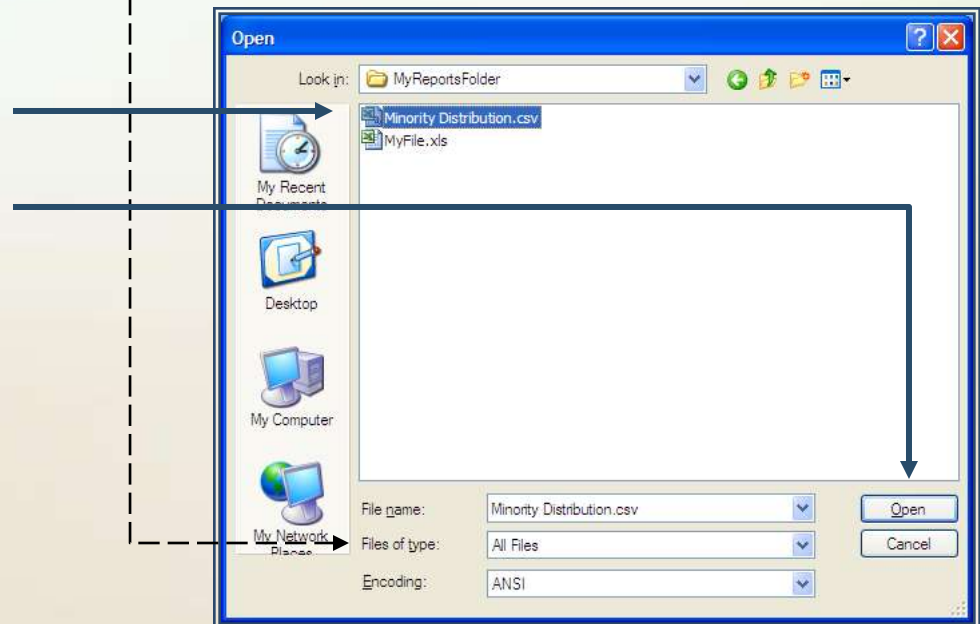
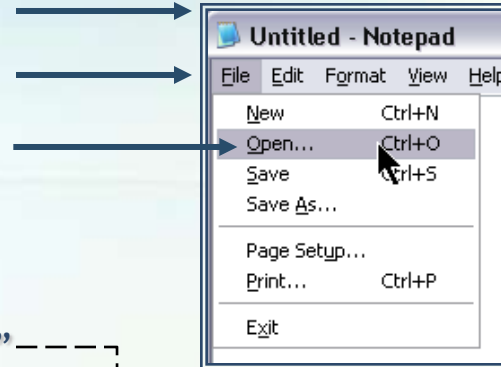


A23					
	A	B	C	D	E
1	Minority Distribution				
2	Last Data Update:				
3	1/27/2009 23:33				
4	Display As				
5	To adjust filter area, drag characteristics from navigation area into filter area				
6	List of Exceptions				
7	No exceptions are defined				
8	Full Time Classified # of Employees	Full Time Classified	FT Exempt	FT Exempt and PT Avg Salary	
9	Personnel Area	Personnel Area	Gender	Ethnic Origin	
10	1110;Dept of Personnel	Female	American Indian/Alaskan	2 054	1 256 788 3 788
11	1110;Dept of Personnel	Female	Asian or Pacific Islander	5 595	1 800 296 7 375
12	1110;Dept of Personnel	Female	Black/Not Hispanic origin	2 840	840 3 700
13	1110;Dept of Personnel	Female	Hispanic	6 54	360 1 549 816 302
14	1110;Dept of Personnel	Female	White/Not Hispanic origin	792	4 956 190 89 305
15	1110;Dept of Personnel	Female	Result	83 51	877 7 490 347 110 833
16	1110;Dept of Personnel	Male	American Indian/Alaskan		688 688 2 108
17	1110;Dept of Personnel	Male	Asian or Pacific Islander	1 3	176 176 1 176
18	1110;Dept of Personnel	Male	Black/Not Hispanic origin	3	288 288 5 332
19	1110;Dept of Personnel	Male	Hispanic	1 55	836 836 1 836
20	1110;Dept of Personnel	Male	White/Not Hispanic origin	16 045	2 592 1 556 19 129 27
21	1110;Dept of Personnel	Male	Result	21 55	076 3 624 1 556 25 001 36

Result: The CSV file is opened in Microsoft Excel.

The following example shows how to open the saved .csv file from Notepad:

1. Open MS Notepad.
2. Click File from the menu.
3. Click Open.
4. Change the Files of type setting to “All Files” and locate the saved .csv file in the appropriate folder.
5. Once the file has been located, click on it to select.
6. Click Open.



Continued...

Result: Report results have been opened in MS Notepad.

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Z_STANDARD_WEB_TEMPLATE.csv - Notepad
File Edit Format View Help
[Minority Distribution]
Last Data Update:
05/28/2008 01:10:21
Display As:
To adjust filter area, drag characteristics from navigation area into filter area:
No exceptions are defined
Full Time Classified # of Employees: Full Time Classified Avg Salary: Full Time
Personnel Area: Personnel Area: Gender: Ethnic Origin:
1110: Dept of Personnel: Female: 10/Not assigned: 8: 57,114: 1
1110: Dept of Personnel: Female: American Indian/Alaskan: 1: 63,468: 1
1110: Dept of Personnel: Female: Asian or Pacific Islander: 6: 49,914: 1
1110: Dept of Personnel: Female: Black/Not Hispanic origin: 3: 43,364: 1
1110: Dept of Personnel: Female: Hispanic: 1: 141,549: 1
1110: Dept of Personnel: Female: White/Not Hispanic origin: 66: 49,744: 1
1110: Dept of Personnel: Male: Result: 84: 50,393: 8
1110: Dept of Personnel: Male: American Indian/Alaskan: 1: 111,456: 1
1110: Dept of Personnel: Male: Asian or Pacific Islander: 2: 32,970: 2
1110: Dept of Personnel: Male: Black/Not Hispanic origin: 2: 49,902: 2
1110: Dept of Personnel: Male: Hispanic: 3: 43,028: 3
1110: Dept of Personnel: Male: White/Not Hispanic origin: 16: 54,259: 1
1110: Dept of Personnel: Male: Result: 25: 50,511: 3
1110: Dept of Personnel: Result: 109: 50,420: 11
1111: Information Services Division: Female: Asian or Pacific Islander: 1: 66,125: 1
1111: Information Services Division: Female: Black/Not Hispanic origin: 2: 59,106: 2
1111: Information Services Division: Female: Hispanic: 1: 60,420: 1
1111: Information Services Division: Female: White/Not Hispanic origin: 29: 67,784: 3
1111: Information Services Division: Female: Result: 37: 66,891: 3
1111: Information Services Division: Male: 10/Not assigned: 1: 61,956: 1
1111: Information Services Division: Male: Asian or Pacific Islander: 2: 64,728: 1
1111: Information Services Division: Male: Black/Not Hispanic origin: 3: 63,404: 3
1111: Information Services Division: Male: Hispanic: 1: 53,436: 1
1111: Information Services Division: Male: White/Not Hispanic origin: 24: 71,569: 1
1111: Information Services Division: Male: Result: 31: 69,442: 1
1111: Information Services Division: Result: Result: 68: 68,054: 4
Overall Result: Overall Result: Overall Result: Overall Result: 177: 57,195: 15: 97,96
  
```

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees	Full Time Classified Avg Salary	Full Time Exempt # of Employees	Full Time Exempt Avg Salary
1110: Dept of Personnel	Female	10/Not assigned	8	57,114		
		American Indian/Alaskan	1	63,468	1	61,032
		Asian or Pacific Islander	6	49,914	1	38,000
		Black/Not Hispanic origin	3	43,364		
		Hispanic			1	141,549
		White/Not Hispanic origin	66	49,744	5	67,877
		Result	84	50,393	8	61,558
	Male	American Indian/Alaskan			1	111,456
		Asian or Pacific Islander	2	32,970		
		Black/Not Hispanic origin	2	49,902		
		Hispanic	3	43,028		
		White/Not Hispanic origin	16	54,259		
		Result	25	50,511	3	157,472
		Result	109	50,420	11	88,889
1111: Information Services Division	Female	Asian or Pacific Islander	1	66,125		
		Black/Not Hispanic origin	2	59,106		
		Hispanic	1	60,420		
		White/Not Hispanic origin	29	67,784	3	188,892
		Result	37	66,891	3	188,892

Report results
will be exported



SAP/BI exports .csv files as semi-colon separated values.

The example below describes how to export the results of the Minority Distribution report to MS Excel from the BI Toolbar:

Click on the **Export to Excel** button on the toolbar

The screenshot shows the 'Minority Distribution' report interface. The toolbar includes buttons for 'Information', 'Send', 'Print Version', 'Export to Excel', and 'Comments'. The 'Export to Excel' button is highlighted with a yellow box. Below the toolbar, a table displays data for 'Personnel Area', 'Gender', 'Ethnic Origin', and 'Full Time Classified # of Employees'.

Personnel Area	Gender	Ethnic Origin	Full Time Classified # of Employees
1110 Dept of Personnel	Female	10/Not assigned	8
		American Indian/Alaskan	1
		Asian or Pacific Islander	6
		Black/Not Hispanic origin	3

Below the report, two dialog boxes are shown. The first is the 'File Download' dialog, asking 'Do you want to open or save this file?'. It shows the file name 'Z_STANDARD_WEB_TEMPLATE.xls', type 'Microsoft Excel Worksheet, 2.94 KB', and source 'myhrms.wa.gov'. The 'Save' button is highlighted. The second is the 'Save As' dialog, showing the file being saved to the Desktop with the name 'Z_STANDARD_WEB_TEMPLATE.xls' and type 'Microsoft Excel Worksheet'.

Click Save on the File Download box

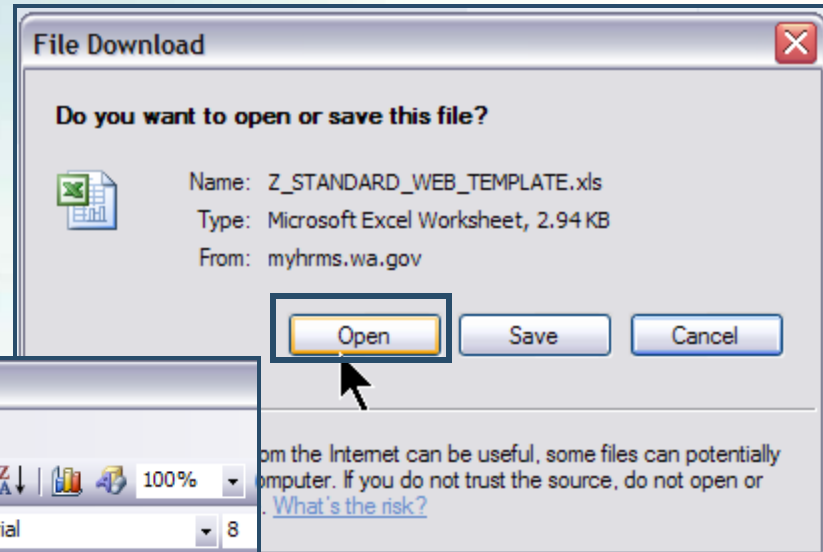
Determine the location for the file to be saved and click Save

Continued...

Export to MS Excel File, Cont...

To open the file without saving, from the File Download dialog box, click Open.

The report will be opened in Microsoft Excel.



Microsoft Excel - Z_STANDARD_WEB_TEMPLATE[1].xls

File Edit View Insert Format Tools Data Window Help

100%

A1 fx Minority Distribution

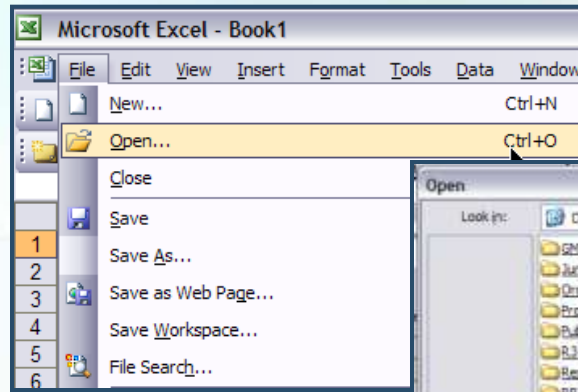
	A	B	C	D	E
1	Minority Distribution				
2					
3					
4	No exceptions are defined				
5					
6					Full Time Classified # of Employees
7	Personnel Area		Gender	Ethnic Origin	
8	1110	Dept of Personnel	Female	10/Not assigned	8
9	1110	Dept of Personnel	Female	American Indian/Alaskan	1
10	1110	Dept of Personnel	Female	Asian or Pacific Islander	6
11	1110	Dept of Personnel	Female	Black/Not Hispanic origin	3
12	1110	Dept of Personnel	Female	Hispanic	
13	1110	Dept of Personnel	Female	White/Not Hispanic origin	66
14	1110	Dept of Personnel	Female	Result	84

Continued...

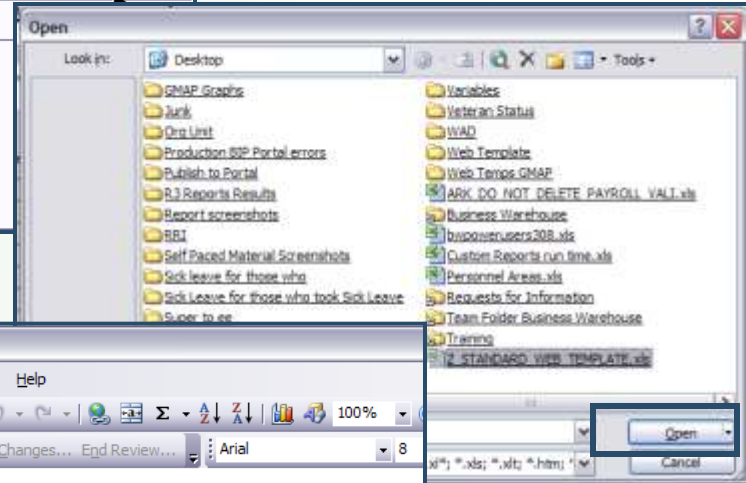
Export to MS Excel File, Cont...

The following example shows how to open a saved .xls file from MS Excel:

1. In Excel, select File/Open



2. Locate the file, select it, and click on "Open".



3. Result: reports is displayed in Excel

A screenshot of the Microsoft Excel application window titled 'Microsoft Excel - Z_STANDARD_WEB_TEMPLATE.xls'. The spreadsheet displays a report titled 'Minority Distribution'. The report shows data for various personnel areas, including 'Personnel Area', 'Dept of Personnel', and 'Gender'. The data is organized into columns for 'Full Time Classified # of Employees' and 'Minority Distribution'.

Minority Distribution					Full Time Classified # of Employees
Personnel Area	Dept of Personnel	Gender	Ethnic Origin		
1110	Dept of Personnel	Female	10/Not assigned		8
1110	Dept of Personnel	Female	American Indian/Alaskan		1
1110	Dept of Personnel	Female	Asian or Pacific Islander		6
1110	Dept of Personnel	Female	Black/Not Hispanic origin		3



When converting to an MS Excel file, conditions/exceptions, navigational settings and cell formatting are retained upon export.

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